

## CHECKLIST OF FY 2006 3RD QUARTER AND YEAR-END ACTIVITIES

<b>TASK OR REQUIRED ACTION</b>	<b>DUE DATE</b>	<b>COMMENTS</b>
Confirmation of Inter-Office Balance reports available in STARS as of May data.	6/6 – Regular field offices 6/14 – PMAs FERC	Allottees should begin Inter-Office Analysis. See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a>
Financial Statement/Yearend Closing Workshop.	6/28	Held in Germantown
Confirmation of Inter-Office balances as of May data should be completed.	6/25	See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a>
Preliminary 3 <sup>rd</sup> quarter data due to EFASC.	7/11	Submit to <a href="mailto:Bethany.williams@hq.doe.gov">Bethany.williams@hq.doe.gov</a> <a href="mailto:Lori.king@hq.doe.gov">Lori.king@hq.doe.gov</a> <a href="mailto:Deanna.ammons@hq.doe.gov">Deanna.ammons@hq.doe.gov</a>
Treasury Report on Receivables (on-line submission)	7/14	Address questions to Dana Thibeu (301) 903-1513
Final 3 <sup>rd</sup> quarter data due to EFASC.	7/14	Submit to <a href="mailto:Bethany.williams@hq.doe.gov">Bethany.williams@hq.doe.gov</a> <a href="mailto:Lori.king@hq.doe.gov">Lori.king@hq.doe.gov</a> <a href="mailto:Deanna.ammons@hq.doe.gov">Deanna.ammons@hq.doe.gov</a>
All critical edits, as of June data, to be corrected.	7/14	Address questions to <a href="mailto:Lauren.rippeon@hq.doe.gov">Lauren.rippeon@hq.doe.gov</a>
Reconcile cash balances with Treasury as of June data.	7/14	
3 <sup>rd</sup> quarter financial statement analysis and footnote disclosures due.	7/18	Submit to Jeff Carr at <a href="mailto:Jeffrey.carr@hq.doe.gov">Jeffrey.carr@hq.doe.gov</a>
3 <sup>rd</sup> quarter limited financial statements issued to OMB.	7/21	CF-10 only
Full set of 3 <sup>rd</sup> quarter financial statements and footnotes provided to KPMG.	7/28	CF-10 only

<b>TASK OR REQUIRED ACTION</b>	<b>DUE DATE</b>	<b>COMMENTS</b>
Confirmation of Inter-Office Balances reports available in STARS as of August data.	9/7 – Regular field offices 9/15 – PMAs/FERC	Allottees should begin Inter-Office Analysis. See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a>
Confirmation of Inter-Office balances as of August data should be completed.	9/25	See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a>
Cutoff for FY2006 contractor billing of inter-entity and inter-contractor costs and transfers.	9/25	Information related to any non-reconciling transfers issued after 9/25 should be emailed to the other office. The official copy and backup should be express mailed immediately with a notation that an advanced copy was emailed previously (to avoid duplicate reporting). See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a> for allottee contacts.
All interoffice transfers should be confirmed.	9/26	
STARS open for October business.	10/10	EFASC will determine and communicate the schedule for Opening/Closing September at a later time.
Final FY2006 reconciliation of interoffice balances.	10/11 – Regular field offices 10/19 – PMAs/FERC	All interoffice material differences should be resolved. See Trading Partner Code Guide at <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a>
September preliminary data due to EFASC.	10/12	Submit to <a href="mailto:Bethany.williams@hq.doe.gov">Bethany.williams@hq.doe.gov</a> <a href="mailto:Lori.king@hq.doe.gov">Lori.king@hq.doe.gov</a> <a href="mailto:Deanna.ammons@hq.doe.gov">Deanna.ammons@hq.doe.gov</a>

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
SEP-06 Closed and SEPADJ01-06 opened.	10/13	All entries after this date will be processed in SEPADJ01-06. All audit adjusting entries should be coordinated with CF-10 and only posted to SEPADJ1-06 by Deanna Ammons, Lori King, or Bethany Williams. No entries should be made without approval from CF-10.
First draft of 4 <sup>th</sup> quarter financial statements due to KPMG	10/16	CF-10
BPA on-line reconciliation (IFCS) of borrowings with Treasury	10/17	Contact Scott Chayette with questions. 301-903-9705
September final data due to EFASC.	10/19	Submit to <a href="mailto:Bethany.williams@hq.doe.gov">Bethany.williams@hq.doe.gov</a> <a href="mailto:Lori.king@hq.doe.gov">Lori.king@hq.doe.gov</a> <a href="mailto:Deanna.ammons@hq.doe.gov">Deanna.ammons@hq.doe.gov</a>
Reconcile cash with Treasury as of September	10/19	
All critical edits, as of September data, to be corrected.	10/19	Address questions to <a href="mailto:Lauren.rippeon@hq.doe.gov">Lauren.rippeon@hq.doe.gov</a>
Year-end footnote disclosures due.	10/20	Submit to Jeff Carr at <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Year-end financial statement analysis due.	10/22	Submit to Jeff Carr at <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Final 2108 certifications due from field. (NOTE: PMAs/FERC only have to submit the 2108 report and the certification statement. They do not have to complete the checklist.)	10/23	See Field Office FMS 2108 Review –Certification Standard Operating Procedures <a href="http://www.mbe.doe.gov/efasc/frad/otherguidance.htm">http://www.mbe.doe.gov/efasc/frad/otherguidance.htm</a> Fax certification to 301-903-6558. Attn: Barbara Harbell.

<b>TASK OR REQUIRED ACTION</b>	<b>DUE DATE</b>	<b>COMMENTS</b>
Final date for FY 2006 audit adjusting entries.	10/27	Offices must work closely with KPMG auditors to resolve all findings in order to post adjusting entries in time to meet the final report date of 10/27 date. Audit adjusting entries should be coordinated with CF-10 and only posted to SEPADJ1-06 by Deanna Ammons, Lori King, or Bethany Williams. No entries should be made without approval from CF-10.
Report on Receivables and supporting footnote narrative due via RECONS.	11/1	Questions should be directed to Steve Rosenberry 301-903-4137
Certification of Receivables Report.	11/1	Steve Rosenberry 301-903-4137.
Provide initial subsequent events response to HQ.	11/2	E-mail responses to <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Draft PMA/FERC Special Purpose Opinions due to EFASC.	11/2	E-mail to <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Final PMA/FERC Special Purpose Opinions due to EFASC.	11/3	E-mail to <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Report on Estimated Foreign Currency Collections and Expenditures due to FRAD.	11/8	Attn: Steve Rosenberry 301-903-4137. Fax: 301-903-5202.
Report on Unfunded Foreign Currency Reservation Accounts due to FRAD.	11/8	Attn: Steve Rosenberry 301-903-4137. Fax: 301-903-5202.
Provide second subsequent events response to HQ to support the Reclassified Financial Statements.	11/14	E-mail responses to <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Provide final subsequent events response to HQ to support the Federal Report of the United States.	11/28	E-mail responses to <a href="mailto:Jeffrey.Carr@hq.doe.gov">Jeffrey.Carr@hq.doe.gov</a>
Federal Aid to State & Local Governments due to FRAD.	12/1	Attn: Mercedes Vasquez 301-903-3755. Fax 301-903-5202.